



DEPARTMENT OF THE NAVY
OFFICE OF CIVILIAN HUMAN RESOURCES
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WASHINGTON NAVY YARD DC 20374-5072

12900
Ser 012/370-05
9 Sep 05

MEMORANDUM FOR DISTRIBUTION

Subj: AUTHORIZATION FOR ADVANCE PAY AND SPECIAL ALLOWANCES;
EMERGENCY PAY AND LEAVE BENEFITS; ADMINISTRATIVE EXCUSAL
FROM DUTY FOR CIVILIAN EMPLOYEES AFFECTED BY HURRICANE
KATRINA

Ref: (a) Joint Travel Regulation, Appendix I, Part B
(b) OSD memo of 2 Sep 05

Encl: (1) DD Form 2461, Authorization for Emergency Evacuation
Advance and Allotment Payments for DoD Civilian
Employees

1. The following emergency authorizations and policies are in effect in response to the disaster created by Hurricane Katrina and its aftermath.

2. Authorization for Advance Pay and Advance Special Allowances

a. In accordance with reference (a), 30 days of advance pay and advance special allowances are authorized for Department of the Navy (DON) civilian employees ordered to evacuate an official duty station in Louisiana, Mississippi, and Alabama.

b. 5 U.S.C 5522 and 5 CFR 550.403(a) authorize advance salary payments for civilian employees who are under official orders to evacuate. An advance payment is based on the employee's salary (including allowances, differentials, or other authorized payments and excluding applicable deductions). Within DoD, the amount of the advance payment may not exceed the amount the employee would normally receive for two pay periods. The purpose of an advance payment is to help the employee defray immediate expenses incidental to the evacuation. Upon receipt of an advance, the amount of the advance shall not diminish the amount of the evacuation payments that would otherwise be due to the employee. The advance salary payment is treated as a loan, subject to repayment.

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c. Special allowances as indicated in reference (a), are travel expenses and per diem from the evacuated area to a safe haven and subsistence expenses at the location of the safe haven. These special allowances are not normally subject to repayment.

(1) Travel expenses and per diem are authorized from the evacuated area to the authorized safe havens for civilian employees and their dependents. The applicable per diem rate shall be as prescribed by temporary duty travel in accordance with reference (a). Dependents 12 years and older are authorized a rate equal to the rate payable to the employee. Dependents under the age of 12 are authorized one half of the employee's rate. Per diem for an employee and dependents shall be payable from the date of departure from the evacuated area through the date of arrival at the safe haven.

(2) Subsistence expenses shall be determined by the applicable per diem rates for the safe haven and the evacuated employee family composition. The allowances shall start on the date following arrival at the safe haven and may continue until the employee is no longer eligible for subsistence allowance, the ordered evacuation has been terminated, or the evacuation exceeds 180 days. The employee and each dependent 12 years of age and older are authorized up to 100% of the safe haven locality per diem rate for the first 30 days of the evacuation. Each dependent under 12 years of age is authorized up to 50% of the locality per diem rate for the first 30 days of the evacuation. Beginning the 31st day, the subsistence expense shall be 60% of the above rates.

d. DON civilian employees requesting an advance pay and/or advance special allowances are required to complete enclosure (1), DD Form 2461 Authorization for Emergency Evacuation Advance and Allotment Payments for DoD Civilian Employees prior to receipt of an advance. In accordance with Defense Finance and Accounting Service guidance, the local DoD disbursing office serving the evacuated employee and/or dependents safe haven location will process the DD Form 2461.

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3. Authorization for travel from initial safe.

In accordance with reference (b), dependents of DoD/DON civilian employees who are under evacuations orders are authorized to select an alternate safe haven within the continental United States. DON civilian employees and dependents requiring transportation from the initial safe haven to an alternate safe haven are authorized travel and per diem allowances. The subsistence expense as described above is authorized for the initial safe haven and the alternate safe haven locations.

4. Evacuation Pay/Continuation of Salary. Evacuated employees who are under evacuation orders will continue to receive regular salary payments, commonly known as "evacuation pay," throughout the evacuation in accordance with 5 U.S.C. 5523.

(a) An employee, who is under official evacuation orders, and who is prevented from performing the regular duties of his or her position, will continue to receive his/her regular pay (including differentials), without charge to leave, for up to thirteen pay periods unless:

(1) the activity establishes an alternate work site for an employee;

(2) the evacuation order is terminated and the employee is directed to return to his or her official duty station;

(3) the employee fails to perform assigned work while evacuated; or

(4) the employee resigns/retires from the Department.

(b) For the period covered by any evacuation payments, the employee must be considered as performing active Federal service in his or her position without a break in service.

(c) Employees who do not receive evacuation payments may be granted excused absence.

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5. Administrative Dismissal of Employees.

a. Commanders/Heads of activities are authorized to administratively excuse from duty all or any portion of the civilian workforce, without loss of pay or charge to leave, for up to 30 consecutive days beginning 27 August 2005, as deemed appropriate due to the affects of Hurricane Katrina and its aftermath. (Officials should consider whether or not exercising this authority is necessary if affected employees are entitled to evacuation pay.)

b. If the administrative group dismissal will exceed 30 days, the Commanders/Activity head must coordinate the variance with Ms. Arleen Knight, Human Resources Specialist, Headquarters, Commander, Naval Installations (CNI), at (202) 433-4294 or by email at arleen.knight@navy.mil.

c. Where group dismissal authority exceeds three (3) consecutive workdays, the commander or head of activity must document why other alternatives could not be used and the reason(s) for the length of the dismissal. See Department of Defense 1400.25-M, Subchapter 610, Hours of Duty.

6. Excused Absence. Excused absence, without loss of pay or charge to leave, differs from administrative dismissal in that it is to be authorized on a case-by-case basis for individual employees. See Department of Defense 1400.25-M, Subchapter 630.

a. Management officials at the activity level having approval authority for granting excused absence should review all requests for excused absence and make individual approval decisions based on the specific circumstances of each employee's situation.

b. Management officials also have the authority to approve excused absence without a specific request from an employee when they determine that the employee's situation warrants it.

c. Activities are strongly encouraged to allow local management officials to grant excused absence to employees who

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have been requested by federal, state, or other officials having jurisdiction to assist in authorized emergency law enforcement, relief, and clean-up efforts in affected communities.

7. Emergency Leave Transfer Program. Policy and procedures for a Department of the Navy Emergency Leave Transfer Program (ELTP) are forthcoming. The ELTP will permit employees to donate annual leave for transfer to adversely affected employees who need additional time off from work without having to use their own paid leave.

8. Collective bargaining obligations. During this emergency, management officials may take actions requiring an immediate response even if conditions of employment of bargaining unit members are affected. In such cases, the union should be advised of the immediate changes being made and offered an opportunity for post-implementation bargaining at the earliest possible date. Any agreement reached during this bargaining should be applied retroactively, if practical. Historically, unions representing Department of the Navy employees have been very supportive and cooperative during times of crisis.

9. For a general summary and practical explanation of the many pay and leave benefits available to assist Federal agencies and employees who must cope with severe emergencies and their aftermath, see the Office of Personnel Management's (OPM) Handbook on Pay and Leave Benefits for Federal Employees Affected By Severe Weather Emergencies or Other Emergency Situations, September 2005, on OPM's Web site at www.opm.gov/oca.

10. Points of contact are as follows:

a. Payments and allowances. Ms. Wanda Williams, DON Travel and Overseas Allowances Program Manager, at commercial (202) 685-6480; DSN 325-6480; or wanda.williams@navy.mil.

b. Leave Administration. Ms. Rebecca Tittle, DON Employee Relations Program Manager, at commercial (202) 685-6484; DSN 325-6484; or rebecca.tittle@navy.mil.

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c. Labor Relations/bargaining obligations. Mr. Jim Lewis,
DON Labor Relations Program Manager, at commercial (202) 685-
6483; DSN 325-6483; or jim.lewis@navy.mil.



TED P. CANELAKES
By direction

Distribution:
Echelon I and II

Copy to:
DCPPs
HRSCs
HROs

AUTHORIZATION FOR EMERGENCY EVACUATION ADVANCE AND ALLOTMENT PAYMENTS FOR DOD CIVILIAN EMPLOYEES

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 5521-5527; E.O. 9397; E.O. 10982; E.O. 12107; and E.O. 12748.

PRINCIPAL PURPOSE(S): Information is collected to facilitate the issuance of emergency evacuation advance and allotment payments to a DoD civilian employee.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may result in delay in approval of the authorization.

1. SPONSORING CIVILIAN EMPLOYEE		2. SOCIAL SECURITY NO.	3. GRADE OR LEVEL	4. STEP OR RATE
a. NAME (First, Middle Initial, Last)		5. POSITION TITLE		
b. ADDRESS (Street, City, State and Zip Code)		6. EMPLOYING DEPARTMENT		7. APPROPRIATION
8. EVACUATED INSTALLATION		9. EVACUATION ORDER NO.	10. DATE OF ORDER (YYYYMMDD)	11. DATE EVACUATED (YYYYMMDD)
12. NAME OF DEPENDENT OR DESIGNATED REPRESENTATIVE (First, Middle Initial, Last)			13. RELATIONSHIP	
14. OTHER DEPENDENTS (If additional space is needed, use back.)				
a. NAME	b. DATE OF BIRTH (YYYYMMDD)	a. NAME	b. DATE OF BIRTH (YYYYMMDD)	
15. I hereby authorize payment of \$ _____ per pay period and/or advance of pay of \$ _____ to dependent named above or designated representative. I understand that funds paid will be charged against any items of pay or allowances due or to become due me after date of payment.				
16. I hereby authorize dependent named above or designated representative to receive payments indicated:				
a. EVACUATION SUBSISTENCE ALLOWANCE: \$ _____		b. EVACUATION TRAVEL AND TRANSPORTATION: \$ _____		
17. EMPLOYEE				
a. SIGNATURE			b. DATE SIGNED (YYYYMMDD)	
18. DEPENDENT OR DESIGNATED REPRESENTATIVE				
a. SIGNATURE			b. DATE SIGNED (YYYYMMDD)	
19. AUTHORIZED OFFICIAL				
a. TYPED NAME		b. TITLE		
c. SIGNATURE			d. DATE SIGNED (YYYYMMDD)	
20. I request the amount of \$ _____ per pay period as an allotment or assignment of monies due dependent named above (to be completed only when, because of emergency conditions, certification by employee is not available). I (dependent or designated representative named above) certify that the above information is complete and accurate to the best of my knowledge and belief.				
a. SIGNATURE			b. DATE SIGNED (YYYYMMDD)	
21. PAYMENT RECORD (If additional space is needed, use back.)				
a. DATE (YYYYMMDD)	b. PAID BY (ADSN)	c. VOUCHER NO.	d. TYPE OF PAYMENT	e. AMOUNT

Emo

PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000



SEP 02 2005

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT
OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT
DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, PROGRAM ANALYSIS AND
EVALUATION
DIRECTOR, NET ASSESSMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

Subject: Alternate Safe Haven Designation-Louisiana, Mississippi, and Alabama

Department of Defense (DoD) civilian employees who were ordered to evacuate their official duty station in Louisiana, Mississippi, and Alabama, due to Hurricane Katrina, will comply with the conditions set forth in the evacuation orders issued by a commander (or equivalent DoD authority). However, effective immediately, under Chapter 12 of the Joint travel Regulations, dependents of DoD civilian employees who are under evacuation orders are authorized to select an alternate safe haven within the continental United States. This authority applies to those individuals whose housing was declared uninhabitable by competent authority due to the effects of the hurricane.

Applicable allowances for DoD employees and their family members are to be provided in accordance with Title 5, Code of Federal Regulations, Part 550, Subpart D, implemented by Appendix I, Part B, of the Joint Travel Regulations, "Evacuations in the United States". Allowances may continue for up to 180 days from the effective date of the evacuation and may be terminated earlier through cancellation of the evacuation order.


David S. C. Chu

